

**U.S. MISSION PAKISTAN – EMBASSY ISLAMABAD
VACANCY ANNOUNCEMENT NO. 12 - 159**

OPEN TO: All Interested Candidates

OPENING DATE: September 28, 2012

TITLE: AID Project Management Assistant

CLOSING DATE: October 11, 2012

GRADE: GRADE: FSN-9 (Rs. 1,222,464 P.A. to Rs. 2,271,353 P.A.)

AGENCY: USAID

Position No: 80335-015

LOCATION: LAHORE

BRIEF DESCRIPTION OF DUTIES: The Project Management Assistant (Education) will be responsible for assisting in the management and implementation of education programs in the province of Punjab. He/she will coordinate and monitor assistance programs to universities and higher education institutes, the private sector, and civil society. The incumbent will assist in developing and reviewing the overall USG education strategy in Punjab; provide support in managing significant, complex, and sensitive portions of the overall Lahore Office education program and participate in the management of all activities of the education sector. He/she requires the ability to draft the technical documentation and report on education efforts to USAID/Islamabad and Washington. The incumbent will represent USAID in meetings with key stakeholders, speak for and/or represent on behalf of USAID, and will share information with the Lahore Office on implications of national, regional, and local political developments for the education program.

QUALIFICATION REQUIRED:

EDUCATION: Completion of university degree (fourteen years of education) in education, social sciences, human development, project management, or a related field is required.

EXPERIENCE: Four years of progressively responsible, job-related, professional-level experience in project design, program planning, and implementation in the education field with any international donor's organization, government, or local NGO is required. This experience should include providing analysis and interpretation of data, and presentation of findings in written form.

LANGUAGE: Level IV (Fluent) Reading/Writing/Speaking of English, Urdu and spoken Punjabi (Level IV) is required. This may be tested during the recruitment process.

KNOWLEDGE: Incumbent must have good knowledge and understanding of host-country historic, economic, social, cultural, and political characteristics, and an understanding of the general level of development in the region is required. Must have knowledge of programming policies, regulations, procedures, documentation; objectives, methodology and status of the projects assigned. Incumbent must have a thorough understanding or the ability to quickly gain such understanding of the substantive nature and goals of the organization for educational programs in Punjab, and the overall education program. The incumbent should have knowledge of operations of the organization and the program activities of other international donor organizations.

ABILITIES & SKILLS: Incumbent must have ability to serve as an effective liaison with a wide array of individuals and institutions is required. Incumbent must possess a familiarity with a wide range of issues, such as education program development and evaluation, community development, etc. H/She must be able to prepare clear, substantive reports and briefing papers in English, in a timely manner, and have the ability to develop a thorough understanding of the organization and host-government policies and procedures. Incumbent must be proficient in MS Office Suite and have an ability to manipulate and present a variety of data to many different types of audiences.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff). Applications should be forwarded on the following email/ mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope. Applications can also be submitted by email at FSNIslamabad@usaid.gov. While submitting through email, the Vacancy Announcement Number (e.g. 12-159) must be mentioned in the subject line.

**Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad**

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/ mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: October 11, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.